

**ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF  
STUDY GUIDE**

A two part examination will be administered in **LAFAYETTE** for the class of **ADMINISTRATIVE ASSISTANT TO THE POLICE CHIEF**. The two part examination will be administered during separate exam sessions as indicated below (dates and starting times as specified):

**OCTOBER 17, 2006 @ 9:30 a.m.**

Part I - Multiple-Choice Test

**OCTOBER 17, 2006 @ 1:00 p.m.**

Part II - Direct Writing Exercise

You must take both parts of the examination in order to receive a grade, although the primary weighting of your final test score will focus on the multiple-choice examination. A complete description of the subject areas to be evaluated follows:

**MULTIPLE CHOICE EXAMINATION**

The multiple-choice examination will consist of approximately **75** questions in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>FINANCIAL MANAGEMENT/ADMINISTRATIVE SUPPORT</b>  Knowledge of the financial management and planning processes of a public agency, including budget preparation and control, and administration of the financial operations of the department; and public relations practices.	50.7%
<b>PURCHASING &amp; INVENTORY CONTROL</b>  Knowledge of the purchasing processes of a public agency, including inventory control procedures.	14.7%
<b>MANAGING EQUIPMENT</b>  Knowledge of department equipment, including verifying that equipment is in correct operating condition.	6.7%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, control, and retention; and knowledge of report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	28.0%

**DIRECT WRITING EXERCISE**

This portion of the examination is a management simulation exercise. You will be asked to respond by letter to a particular problem based upon your administrative ability and other information which will be

provided to you. Your grade on this portion of the examination will be based not only on your writing skills, but also on your management skills in deciding how to handle the problem, as well as your public relations ability in handling a sensitive issue. The following dimensions will be used to evaluate your written response:

### **SUBJECT AREA/KNOWLEDGE**

#### **NO. 1 - WRITTEN COMMUNICATIONS:**

Ability to communicate a particular message in written format by using appropriate syntax, correct grammar, and punctuation. Ability to appropriately organize the written communication for clarity and to achieve its desired purpose.

#### **NO. 2 - CONTENT PROBLEM ANALYSIS:**

Ability to identify the problem, analyze relevant information while relating data from different sources, and determine appropriate response.

#### **NO. 3 - INTERPERSONAL RELATIONS:**

Ability to be sensitive to the concerns of others and have empathy for their point of view. Ability to work in a politically charged atmosphere with political sensitivity, diplomacy, and tact. The appropriate response will maximize the public relations potential of the situation.

### **REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE**, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C. 20002-4201, 5th ed., 2004.

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**BUSINESS COMMUNICATIONS**, Dumont, Raymond A., and Lannon, John M., Little, Brown and Company, 34 Deacon Street, Boston MA 02108, 2nd ed., 1987.

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

## **SECONDARY REFERENCE MATERIAL**

**BUSINESS COMMUNICATION**, Ruch, William V. and Crawford, Maurice L., Macmillan Publishing Co., 866 Third Avenue, New York, New York 10022, 1991.

**LOCAL GOVERNMENT POLICE MANAGEMENT**, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.